

## **Division of Policy Development**

### **Program and Policy Analyst – Advanced Working Title: Executive Director**

#### **POSITION SUMMARY**

Under the general supervision and working in collaboration with the Division Administrator, the Executive Director serves as the principal liaison in providing services to the boards, councils, and committees supported by the department. This position acts as the department policy representative and facilitator performing policy analysis, development, process implementation and executive functions for regulatory bodies (boards, councils, and committees).

#### **GOAL AND WORKER ACTIVITIES**

**55%**

**A. Manage the development, implementation and communication of policies and procedures in collaboration with the Division Administrator, Policy Director and regulatory bodies.**

- A1. Assist Policy Director with the administrative rule making process by maintaining flow of communication and services between the regulatory body and Department staff.
- A2. Assure that the implementation of policies and rules by boards, committees and councils comply with requirements of statutes, administrative code and the open meetings laws.
- A3. Represent the department's program and policy initiatives in line with direction offered from the Office of the Governor and the Office of the Secretary.
- A4. Advise the boards, affiliated boards and councils and other boards, councils or committees as assigned, on procedural, legislative, and regulatory issues to guarantee their work meets statutory requirements.
- A5. Provide advice and counsel on the implementation of inter-division policy changes.
- A6. Coordinate the provision of services from other divisions within the department to the boards, councils, and committees as assigned.
- A7. Serve as a liaison for boards, committees and councils as assigned for external contacts, including but not limited to survey requests and practice questions.
- A8. Provide the regulatory body with a thorough understanding of all processes involved in a proposed course of action.
- A9. Identify all viable alternatives to a proposed course of action and highlight the pros and cons involved with each alternative.
- A10. Anticipate positive and negative implications of a policy decision and communicate those to the regulatory body.
- A11. Gather information from all parties involved with a proposed course of action (Department staff, board members, credential holders, other stakeholders).
- A12. Consult applicable regulations (statutes and administrative code) and related documents (guidance papers, position statements) involved with a policy decision to ensure compliance with regulations.
- A13. Consistently reevaluate past and current practices in order to enable the regulatory body to make the most informed decision possible.
- A14. Perform research and analysis of policies for the regulatory body.

**40%**

**B. Manage operations for each program or profession team assigned.**

- B1. In collaboration with the Division Administrator and supervisors, ensure the effectiveness and efficiency of team operations.
- B2. Monitor the work of team staff and share feedback with appropriate supervisor(s).
- B3. Direct the work of the team in relation to meeting established deadlines, prioritizing assignments, and informal coaching of best practices.
- B4. Facilitate business of a number of boards, councils and committees as assigned in coordination with department staff including the preparation of the agenda, attending and leading pre-meetings, approving minutes and to-do lists, communicating formal actions taken, and managing follow-up tasks.
- B5. Direct and maintain the flow of communications between and within the department and the boards, councils or committees as assigned.
- B6. Inform the Division Administrator and supervisors of any issues that should be addressed in relation to the boards, affiliated boards and councils and other boards, councils or committees as assigned.
- B7. Coordinate and attend administrative staff meetings and pre-meetings as the director of the team.
- B8. Work with department general counsel on any board, council, or committee issues that may affect the department, including requests for open records.
- B9. Prepare updates for weekly meetings with the Division Administrator to discuss priority issues of boards, councils and committees as assigned.
- B10. Inform appropriate staff from department's other divisions of any issues that should be addressed in relation to boards, councils or committees as assigned.
- B11. Review, analyze, and suggest changes in the team(s) that may improve productivity, increase efficiency, and/or reduce costs.

**5%**

**C. Perform miscellaneous tasks as directed by supervisor(s).**

**JOB KNOWLEDGE, SKILLS AND ABILITIES**

- Administration principles and processes, including strategic methods
- Effective oral and written communication skills
- Policy analysis and development
- Legislative and state budget process, including fiscal management
- Administrative law, evidence, and the statutes and rules related to the department
- Negotiation and facilitation skills
- Leadership and management skills
- Provide a high level of customer service and public relations
- Decision making skills
- Problem solving skills
- Critical thinking skills
- Organization skills
- Utilizing technology, such as a computer and appropriate software
- Ability to work as a team